



# ASSESSMENT **WORKBOOK**

*Choose Your Business Premises*  
*J/500/4585*

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# Introduction

This workbook has been developed so that you are able to collect and present evidence that demonstrates your knowledge and skills in relation to choosing the right business premises for you.

There are different sections that make up this workbook in order to make sure you are able to complete all of the tasks necessary but you will be provided with support as you move along by your Assessor.

Further learning materials and support is available through your studying membership of the Institute of Enterprise and Entrepreneurs. If you haven't yet received your login please speak to your Assessor who will be happy to sort this out for you.

This unit contains two learning outcomes and will support you to be able to:

- Understand how the choice of business premises can affect business success
- Understand how to choose and evaluate suitable premises to meet the needs of the business

The evidence within this workbook will be assessed by,

**Assessor Name:**

and will be quality assured by,

**Internal Quality Assurer Name:**

Your Assessor will support you to plan how best to demonstrate your knowledge and skills which may be through the completion of the activities within this workbook or may include additional tasks best suited to you.

If any additional tasks are to be completed these will be listed in the table below with target dates for which you should try your best to complete each task listed.

<b>Task</b>	<b>Target Date</b>	<b>Re-planned Target Date</b>
Completion of the activities included within this workbook		

By signing below you agree to completing the work as detailed above and working with your Assessor to achieve this by the deadlines indicated.

**Learner Name:**

**Signature:**

**Date:**

**Assessor Name:**

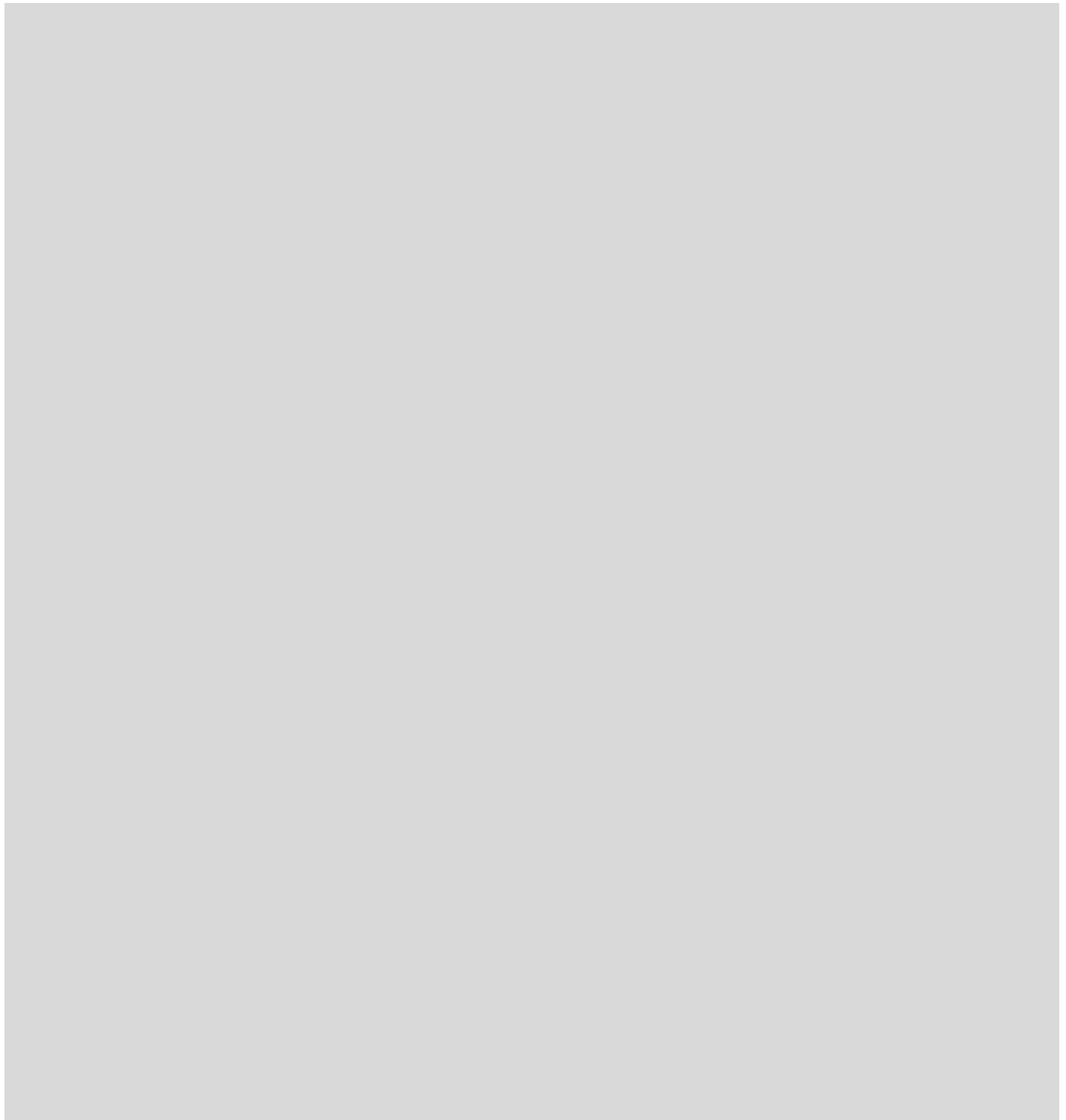
**Signature:**

**Date:**

# Activities

## Activity 1

Using the box below, describe the reasons why you need premises to operate your business from instead of operating, for example, online **and** how the type of premises can affect the success of your business. Make sure you include what you will use the premises for, eg. storage, sales, etc.



## Activity 2

Using the table below, explain the key features of business premises that you require and how they will help to meet the needs of your business. If one of the features listed is not required simply add N/A next to it.

Key feature	Requirement	How will this feature help meet your business needs
Size		
Layout		
Structure and appearance (internally and externally)		
Special structural requirements, eg. high ceilings		
Facilities and comfort, eg. lighting, toilets and kitchen facilities		
Utilities, eg. power and drainage		
Permissions, eg planning permission, premises usage		
Access and parking		

### Activity 3

Using the following boxes and the requirements you identified in activity 2, compare two different potential business premises and, using the information you record, make a decision as to which is the most appropriate to meet the needs of your business.

Premises 1

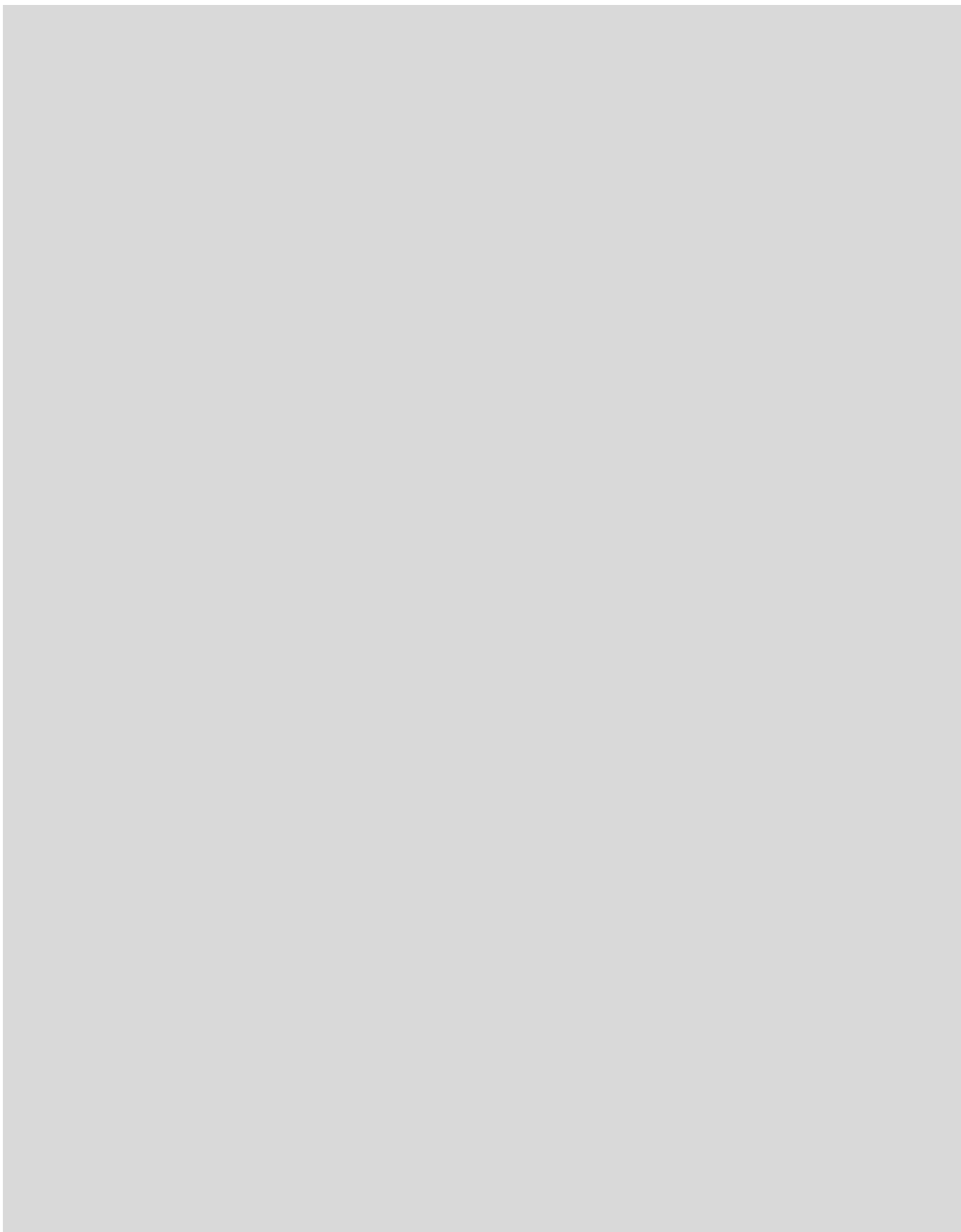
Location of premises

First line	
Second line	
Town/City	
County	
Postcode	

Size and layout

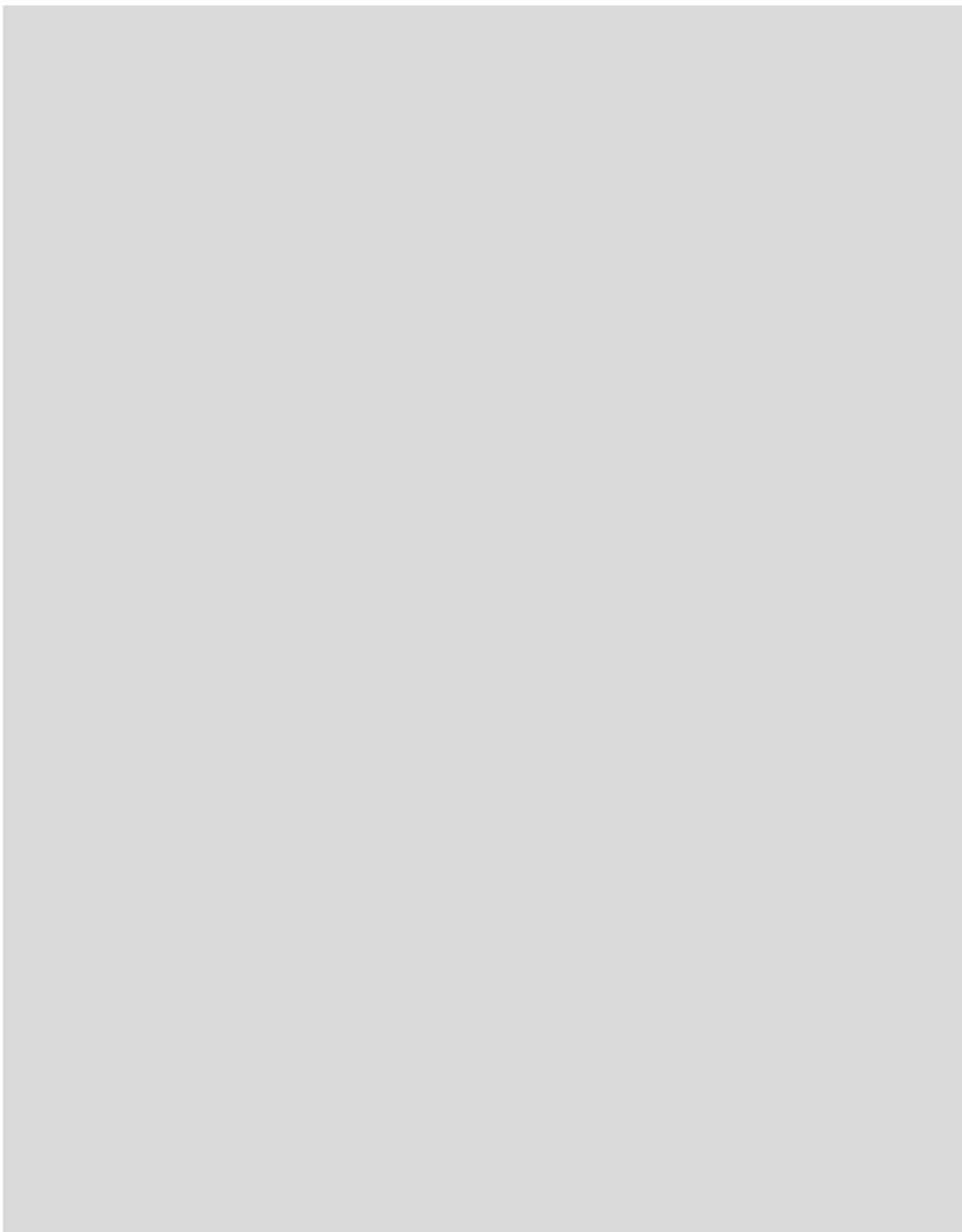
Feature	Specification of premises	Does it meet your requirements? (Y/N)
Size (eg. sq. ft. or sq. m.)		
Layout eg. number of floors, rooms		

What is the internal appearance like and is any work required to ensure it meets your needs including any special features and addition of facilities, eg. toilets, kitchen area, accessibility, etc.





What is the external appearance like and is any work required to ensure it meets your needs including any special features and addition of facilities, eg. parking



Local facilities, eg. transport links, postal services, etc.

<b>Facility</b>	<b>Your requirement</b>	<b>Does it meet your requirements? (Y/N)</b>

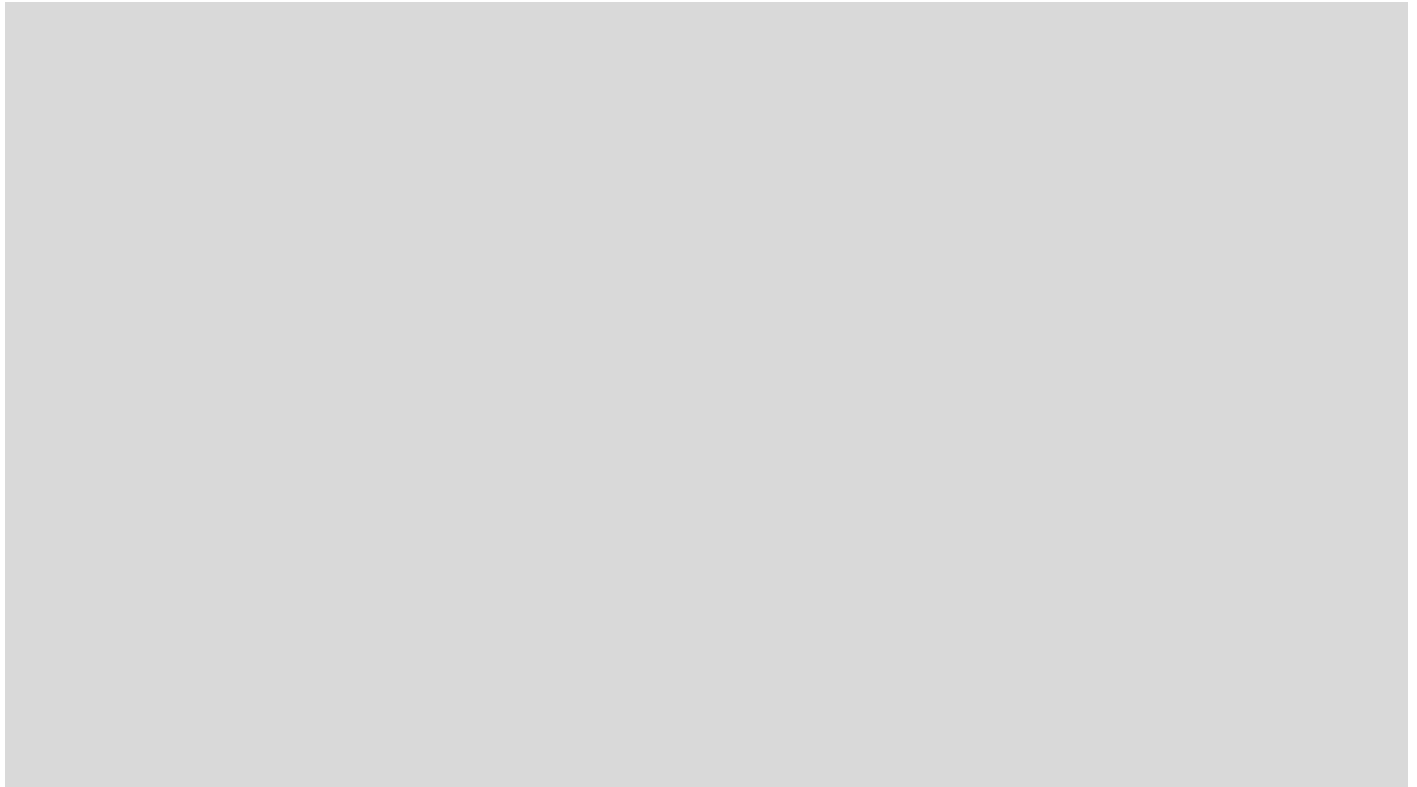
Restrictions, eg. delivery restrictions, congestion charges, etc.

<b>Restriction</b>	<b>Effect on business</b>	<b>Is this a deal breaker? (Y/N)</b>

Profile of the local area, eg. customer foot traffic, crime statistics, etc.

Feature	Effect on business	Is this a deal breaker? (Y/N)

Ownership type, eg. rented, owned, etc.



Terms and conditions and legal requirements

Requirement	Description of the legal requirement	Does the premises meet the requirement?
Planning permission, eg. business use		
Fire, health and safety requirements		
Business rates		
Stamp duty		
Accessibility		
Purchase, lease or licence agreement		
Licence to operate		
Environmental		

Set up costs

<b>Set up costs</b>	<b>£</b>
Initial purchase or rental costs	£
Legal costs, eg. solicitors fees	£
Professional fees, eg. surveyors	£
Initial alterations - fittings	£
Initial alterations - decoration	£
Initial alterations - remodelling	£
Initial alterations - health and safety regulations	£
Initial alterations - accessibility regulations	£
Initial alterations - fire regulations	£
Ongoing rent	£
Service and utilities	£
Business rates	£
Continuing maintenance and repairs	£
Building and contents insurance	£
Other costs	£
Other costs	£
Other costs	£
<b>Total costs</b>	<b>£</b>
<b>Affordability</b>	
Initial budget	£
Total costs	£
<b>Shortfall/Surplus</b>	<b>£</b>
<b>Is it affordable (Y/N)</b>	

Premises 2

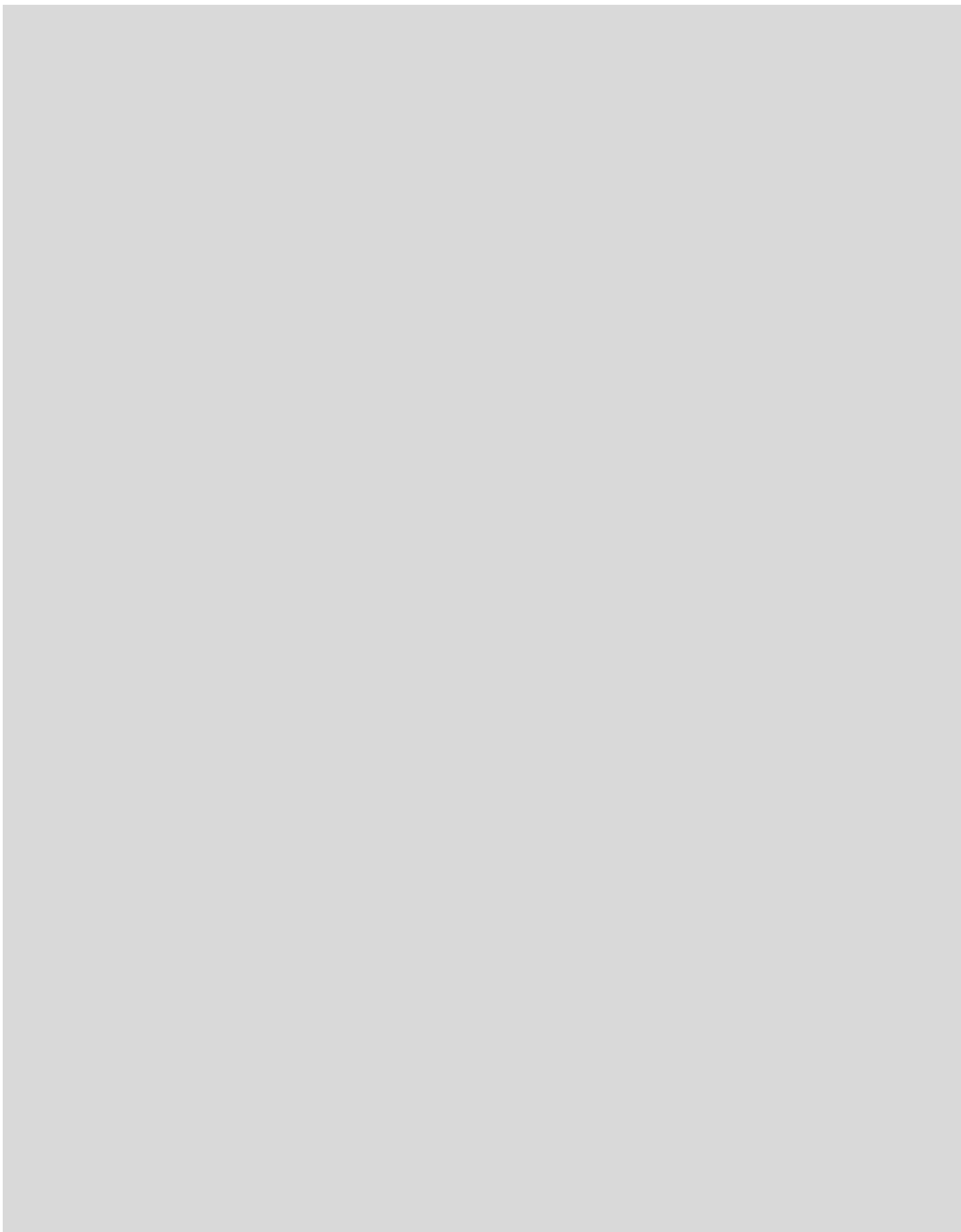
Location of premises

First line	
Second line	
Town/City	
County	
Postcode	

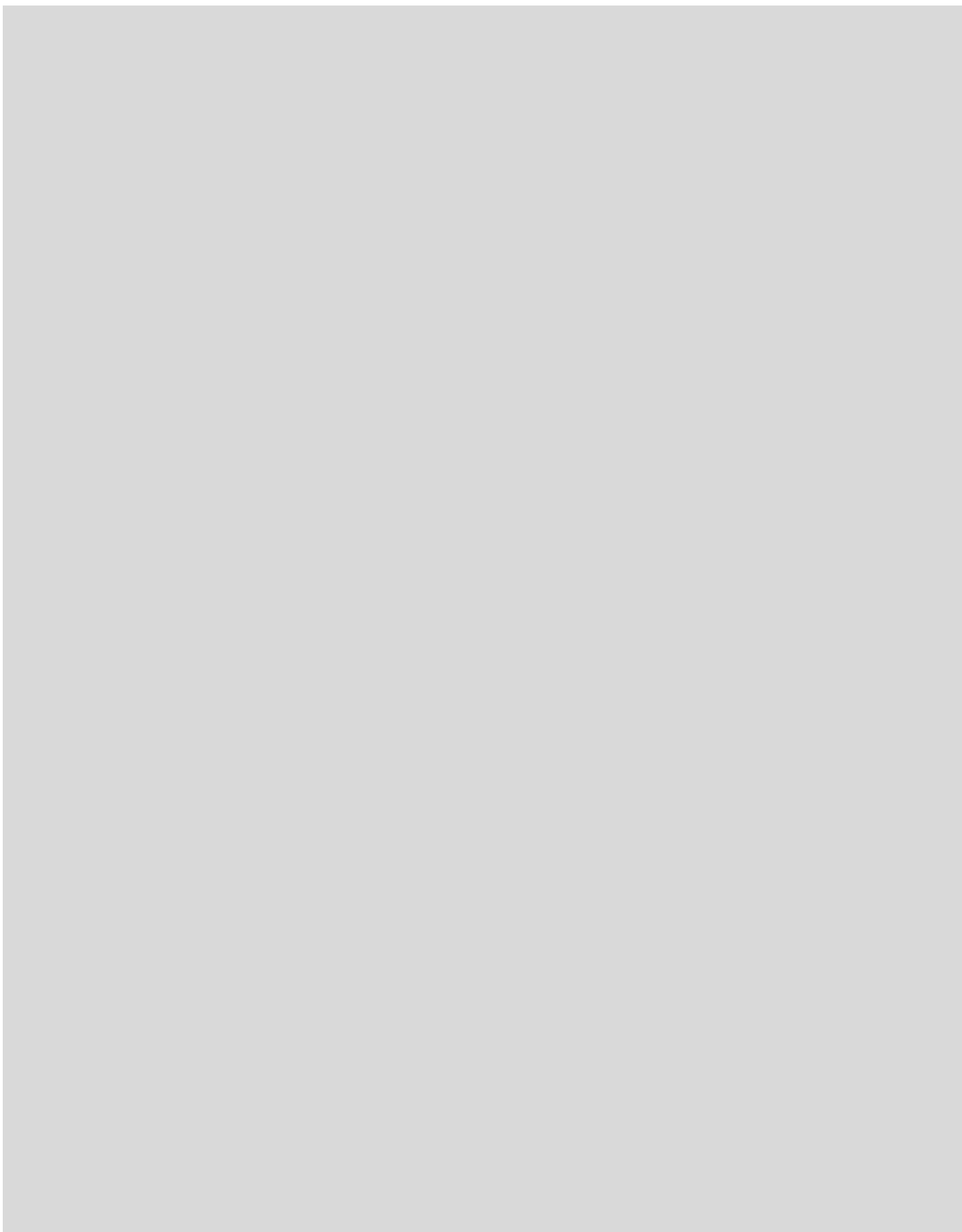
Size and layout

<b>Feature</b>	<b>Specification of premises</b>	<b>Does it meet your requirements? (Y/N)</b>
Size (eg. sq. ft. or sq. m.)		
Layout eg. number of floors, rooms		

What is the internal appearance like and is any work required to ensure it meets your needs including any special features and addition of facilities, eg. toilets, kitchen area, accessibility, etc.



What is the external appearance like and is any work required to ensure it meets your needs including any special features and addition of facilities, eg. parking





Local facilities, eg. transport links, postal services, etc.

<b>Facility</b>	<b>Your requirement</b>	<b>Does it meet your requirements? (Y/N)</b>

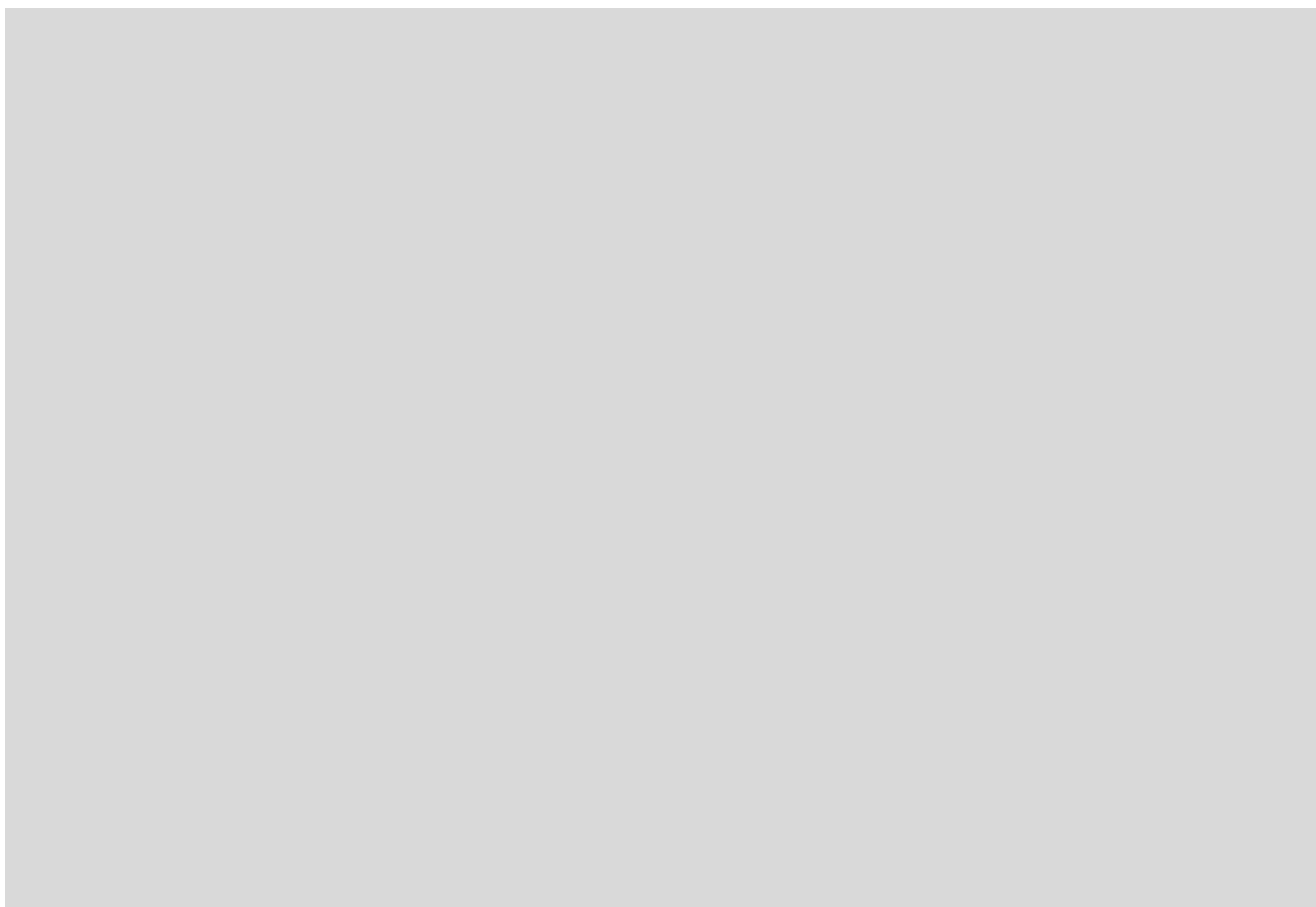
Restrictions, eg. delivery restrictions, congestion charges, etc.

<b>Restriction</b>	<b>Effect on business</b>	<b>Is this a deal breaker? (Y/N)</b>

Profile of the local area, eg. customer foot traffic, crime statistics, etc.

<b>Feature</b>	<b>Effect on business</b>	<b>Is this a deal breaker? (Y/N)</b>

Ownership type, eg. rented, owned, etc.



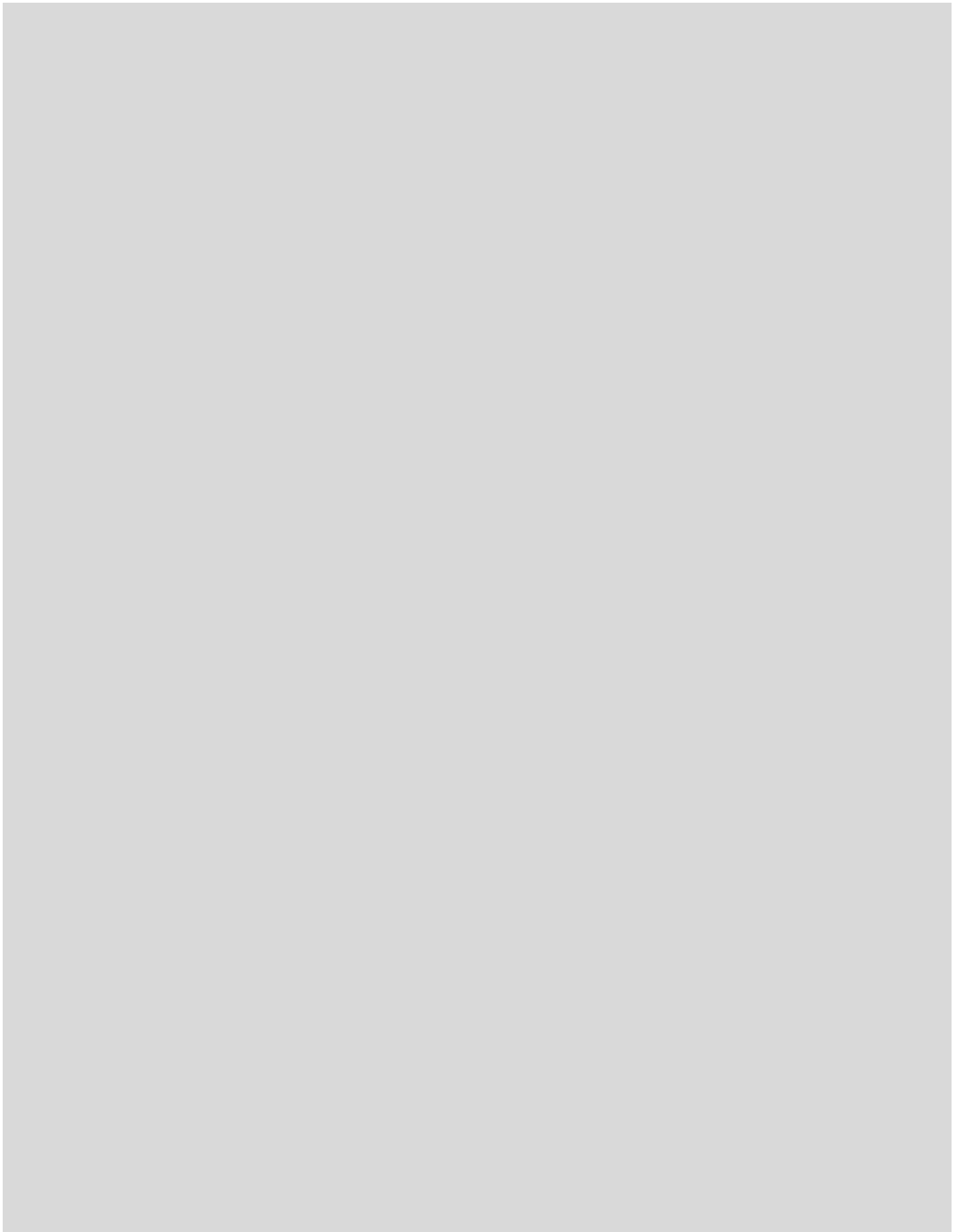
Terms and conditions and legal requirements

Requirement	Description of the legal requirement	Does the premises meet the requirement?
Planning permission, eg. business use		
Fire, health and safety requirements		
Business rates		
Stamp duty		
Accessibility		
Purchase, lease or licence agreement		
Licence to operate		
Environmental		

Set up costs

<b>Set up costs</b>	<b>£</b>
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Legal costs, eg. solicitors fees	£
Professional fees, eg. surveyors	£
Initial alterations - fittings	£
Initial alterations - decoration	£
Initial alterations - remodelling	£
Initial alterations - health and safety regulations	£
Initial alterations - accessibility regulations	£
Initial alterations - fire regulations	£
Ongoing rent	£
Service and utilities	£
Business rates	£
Continuing maintenance and repairs	£
Building and contents insurance	£
Other costs	£
Other costs	£
Other costs	£
<b>Total costs</b>	<b>£</b>
<b>Affordability</b>	
Initial budget	£
Total costs	£
<b>Shortfall/Surplus</b>	<b>£</b>
<b>Is it affordable (Y/N)</b>	

Now you have reviewed both of the potential business premises it's time to make your selection. Which is best for you and your business? Use the facts you have recorded to justify your reasoning



# Activity Mapping

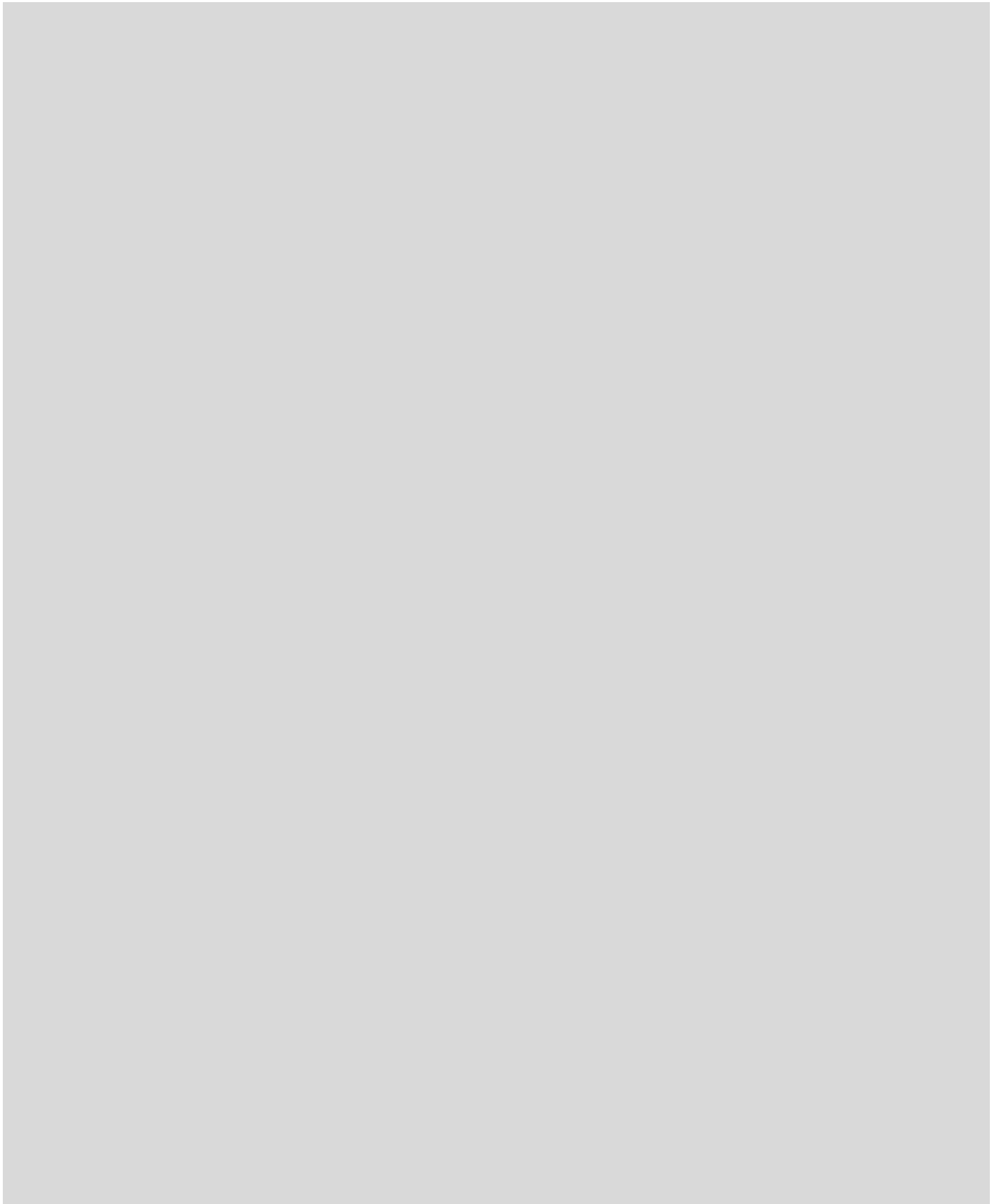
Now you have completed the activities to demonstrate your knowledge and skills it is time for your Assessor to map your work against the standards listed below.

By doing this they will be making sure that the work you have provided by completing the activities meets the requirements for you to gain your certificate.

Your Assessor will provide you with feedback on how you have done and whether any more work may be required.

<b>Assessment Criterion - The learner can:</b>	<b>Activity Number or Reference Number of Additional Activities:</b>	<b>Assessor Signed Off (✓/X):</b>
Describe how the business might use premises to meet its needs and evaluate how different choices might have different effects on your business success	1	
Explain what features (such as size, access and facilities) the premises might need and assess how these should help meet the needs of the business	2	
Compare and evaluate different premises to assess their suitability as potential business premises	3	
Review terms, conditions and legal requirements, assess impact and benefits of them on the business and select the best potential option for the business premises	3	
Calculate all costs of the business premises chosen (including rental or purchase costs, fees, maintenance costs and taxes) and review their suitability for the needs of the business	3	

# Assessor Feedback



# Authenticity Declarations

## Learner Declaration

By signing this declaration you agree that the evidence provided within this workbook has been produced by you and meets the requirements of being authentic, sufficient, valid and current to the standards required.

**Learner Signature:**

**Date:**

## Assessor Declaration

By signing this declaration you agree that you have assessed all of the evidence produced within this workbook and have ensured that the work is that of the learner. You are also declaring that during the learning process you have ensured that the evidence is authentic, sufficient, valid and current to the standards required.

**Assessor Signature:**

**Date:**

**IQA Signature (if applicable):**

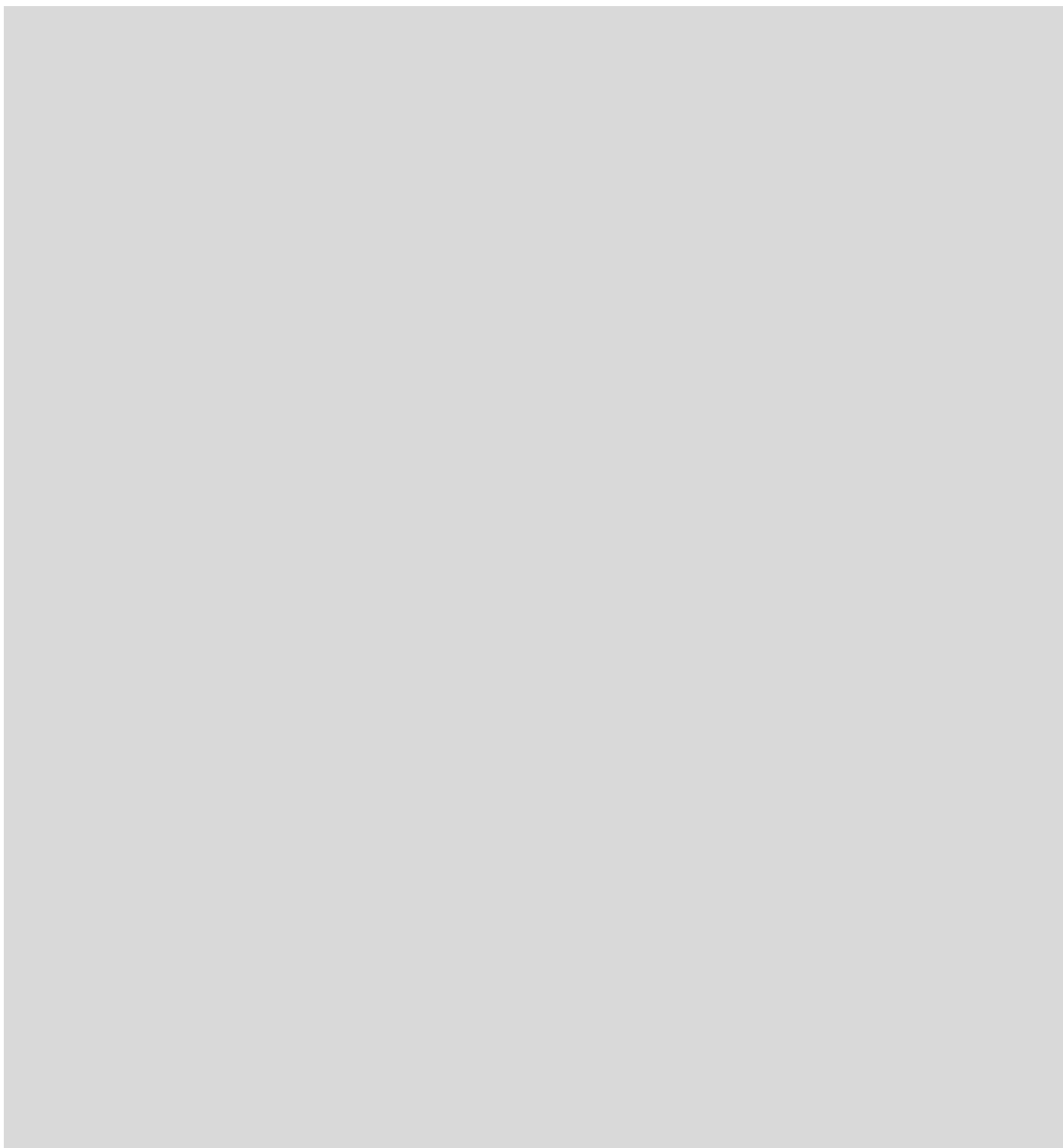
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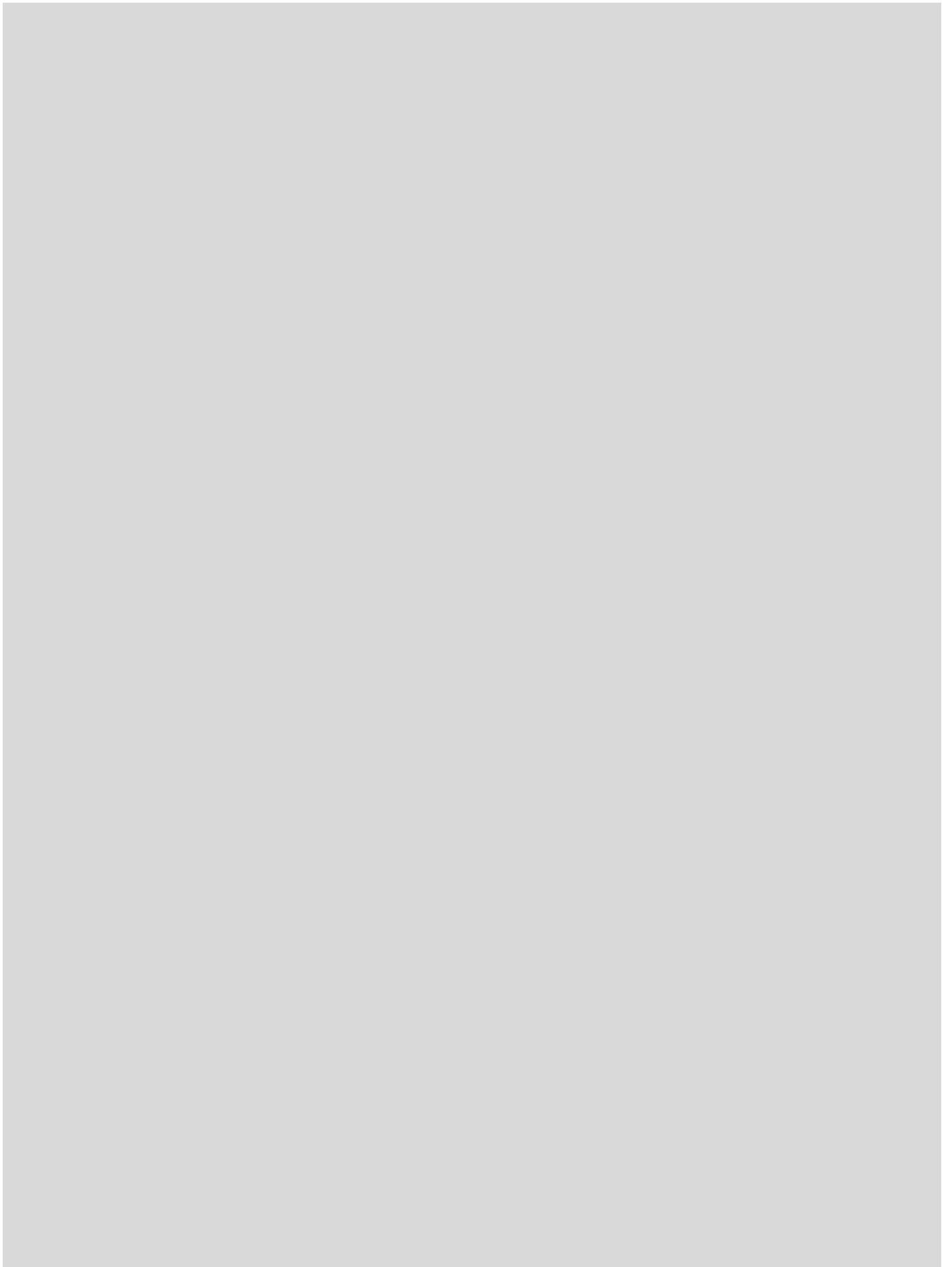


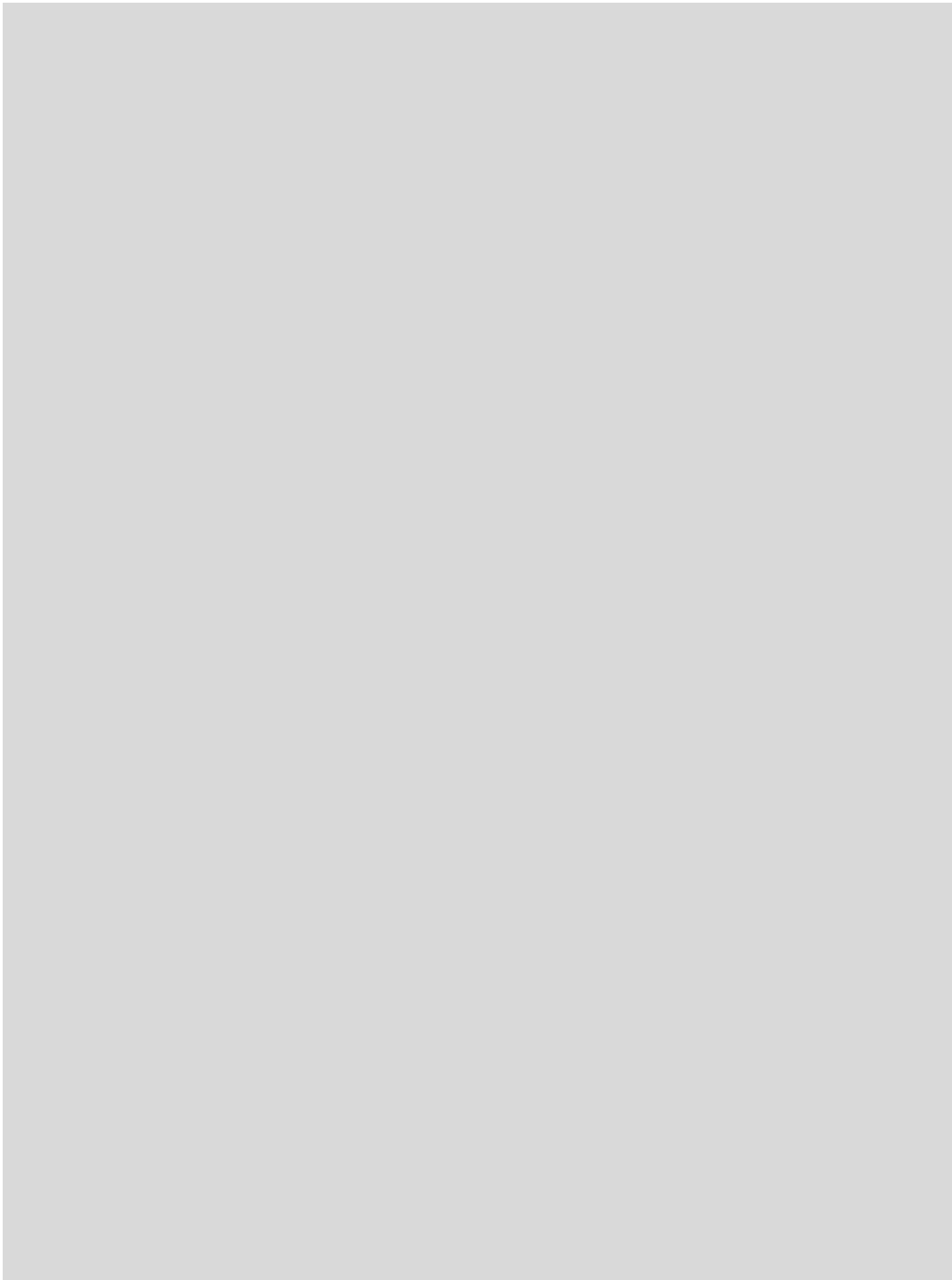
# Additional Evidence Forms

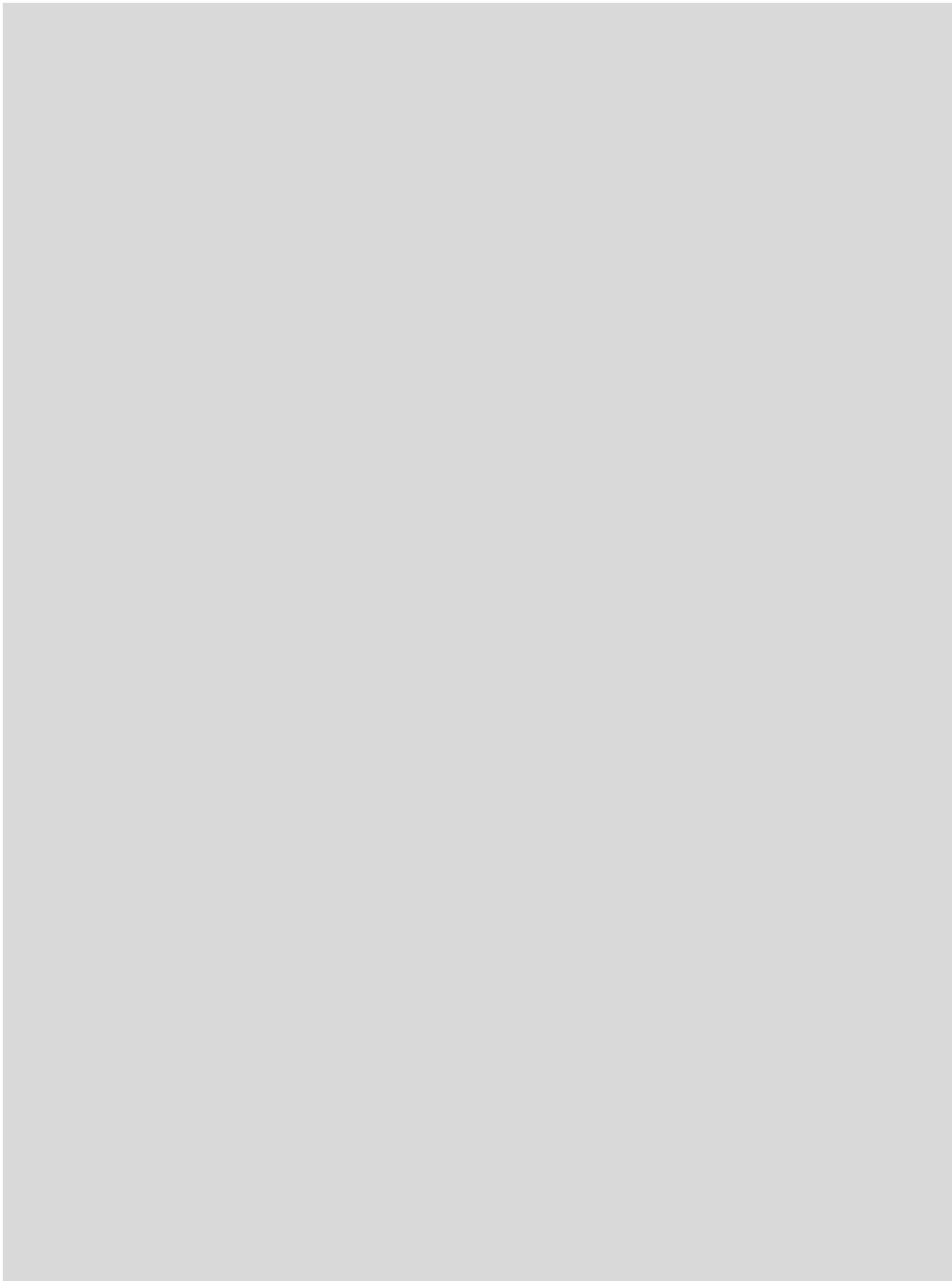
Use these additional forms in order to record additional evidence for the activities within this workbook where additional space is required.

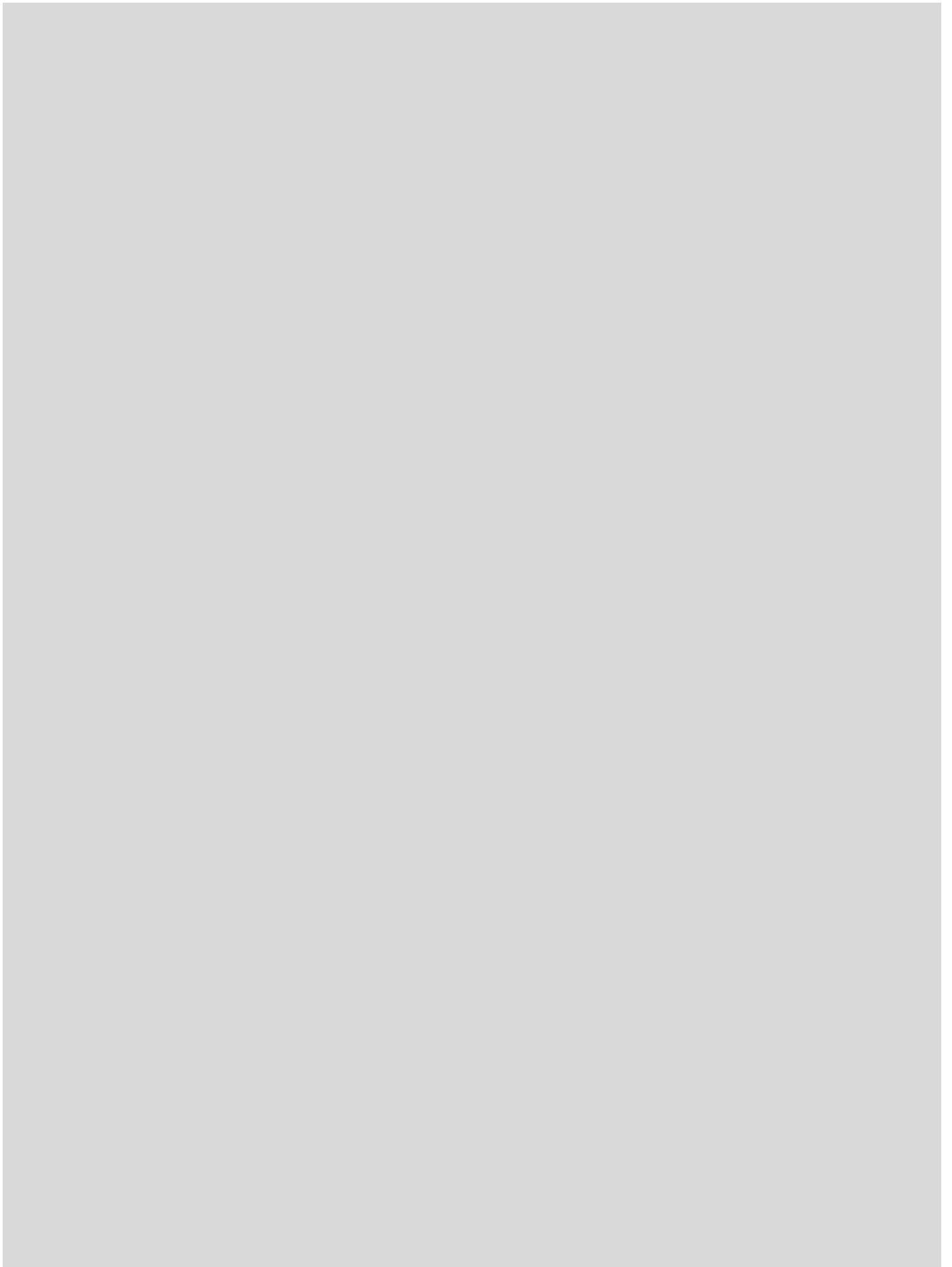
Ensure that each piece of evidence entered on these forms is clearly labelled with the corresponding activity number.

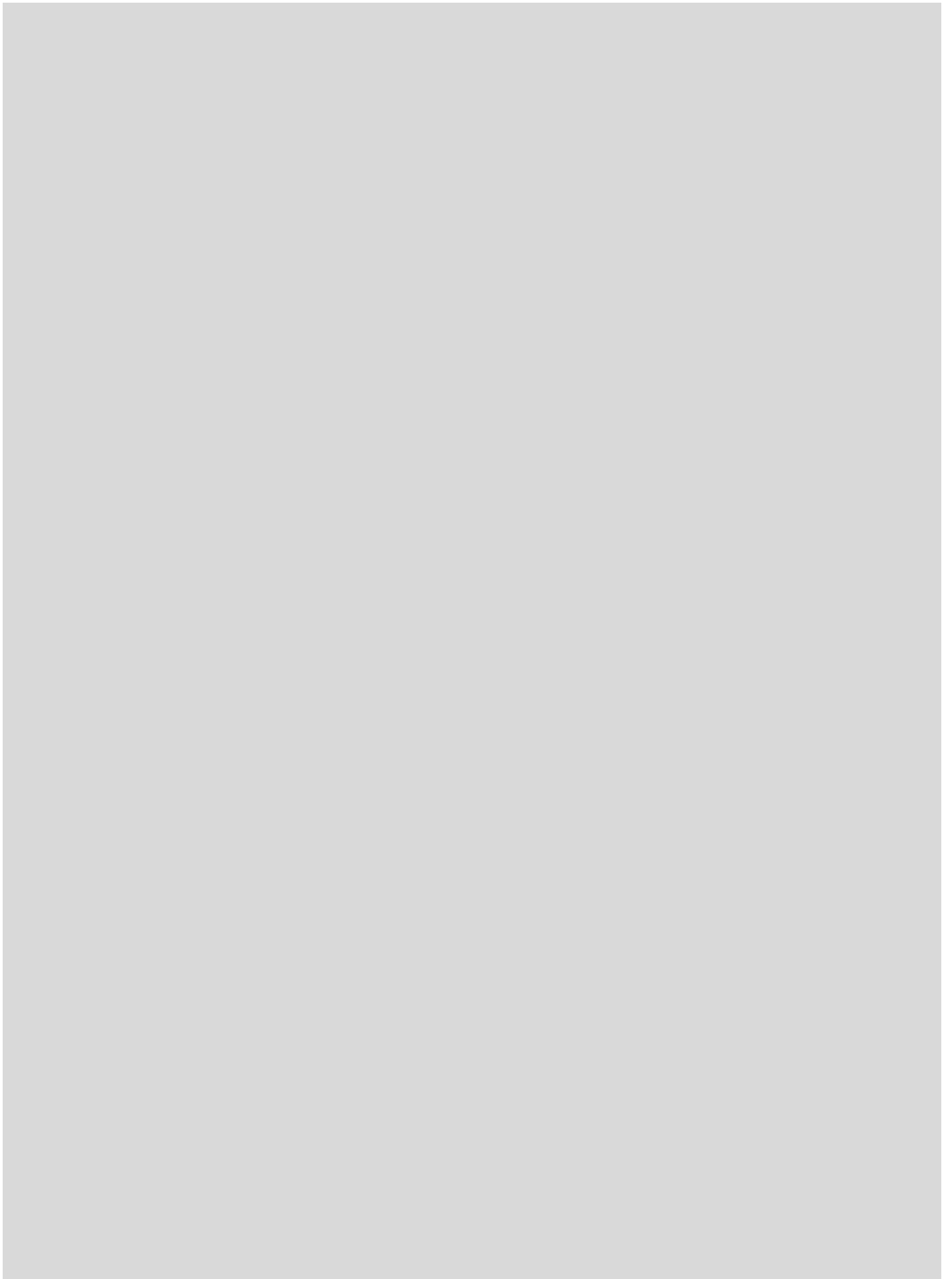












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